



SC - PAY GRADE 31

## **COUNTY ENGINEER**

### **DUTIES AND FEATURES OF THE CLASS:**

Performs executive level responsibilities in the administration and operation of the Department of Engineering, included and not limited to Public Works, Utility Planning, Utility Permitting, Utility Engineering, Technical Services, Records Management, Wastewater Facilities, Engineering Accounting and Airport Division. The incumbent is responsible for high level management and professional engineering work involving the planning, design, scheduling, construction, operation, and maintenance of various large capital projects, including but not limited to wastewater, airport, building, transportation, environmental and public works projects. Supervision is exercised over division managers, staff members and subordinates. Represents the County on a variety of public issues under the general policy direction of the County Council and County Administrator.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent in this position is appointed by the County Council and serves at their pleasure.

### **EXAMPLES OF WORK:**

Provides professional engineering guidance and advice to the County government; coordinates activities with other departments, agencies and towns as required; provides leadership and direction in the development of short and long range plans and projects; reviews and approves all plans in regards to design, construction, operation and maintenance of sewer and water facilities serving more than 70,000 homes; provides technical services to the Sussex County Airport; administers the plan review and construction oversight for roads and drainage for private subdivisions; manages the long-term monitoring and maintenance of abandoned county-owned landfills; communicates official plans, policies and procedures to staff and the general public; prepares annual budget and approves expenditures in compliance with approved budget; estimates, designs, bids and oversees construction contracts and bid documents for public works projects and other capital improvements; reviews and makes final department decisions on personnel matters; directs department assistance during Countywide emergencies such as hurricanes and floods; provides technical and administrative support to assigned committees; recommends, reviews and directs work of hired consultants.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of the principles and practices of engineering; high-level knowledge of public works, land development and construction law; comprehensive knowledge of design, construction, operations and maintenance of sewage, aviation, transportation and stormwater management systems; ability to perform highly technical engineering studies and to provide advice on complex engineering matters; ability to define problems, collect data, establish facts, and draw valid conclusions; thorough knowledge of laws and regulations relating to public works, environmental issues and bid processes; ability to read, write and interpret legal agreements, bid specifications and contract documents; demonstrated ability to lead and supervise the work of professional and nonprofessional assistants; ability to establish and maintain effective relationships with subordinates, contractors, consultants, developers, department heads, County officials, Federal and State agencies and the public; good professional judgment; working knowledge of personal computers and related automated engineering systems; regular and timely attendance; performance of duties in a professional manner; ability to obtain the cooperation and assistance of others.

### **QUALIFICATIONS:**

Minimum of a Bachelor's degree in engineering (MPA or MBA desired) and a minimum of ten (10) years of progressively responsible experience as a registered professional engineer, seven (7) of which must be in a supervisory capacity. Must currently possess or ability to obtain a Delaware professional engineering license; proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint) is required. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others; excellent organizational skills; excellent verbal and written communication skills;

### **ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license